



18909 SOUTH MILES RD  
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WWW.WORDCITY.ORG

## JUNIOR ACCOUNTANT POSITION DESCRIPTION

### POSITION TITLE

Junior Accountant, Full-Time

### JOB SUMMARY

The Word Church is seeking an experienced Junior Accountant with excellent analytical abilities to provide superior service to internal staff and external vendors. The Junior Accountant must be able to fulfill duties while maintaining a pleasant temperament and professional demeanor.

### ESSENTIAL JOB RESPONSIBILITIES

- ✓ Process check requests, pay all invoices/expenses & manage credit card activity
- ✓ Record invoice/expense payments (daily)
- ✓ Communicate with vendors & manage for vendor records (ex: W-9s)
- ✓ Order deposit books/bags
- ✓ File financial documents with accuracy
- ✓ Review bank accounts (daily)
- ✓ Assist with external auditing requests
- ✓ Set up vendor accounts in accounting system & verify vendor account balances
- ✓ Manage aging report
- ✓ Oversee petty cash disbursement (to authorized personnel)
- ✓ Collect petty cash receipts and record petty cash activity (monthly)
- ✓ Disburse approved benevolence payments
- ✓ Support various ministries with accounting duties
- ✓ Handle staff & ministry requests

### GENERAL QUALIFICATIONS

- ✓ 3+ years of accounting experience
- ✓ Associate's degree in accounting, finance or relevant field
- ✓ Excellent organizing abilities
- ✓ Great attention to detail
- ✓ Competent with numbers and figures
- ✓ Solid understanding of accounting and financial reporting principles and practices
- ✓ Experience with MS Office and relevant computer software (knowledge of ACS is a plus)
- ✓ Ability to provide great customer service (for internal/external customers)
- ✓ A vibrant and growing personal relationship with God, with commitment to Christian principles and teachings with the ability to:
  - Work under pressure in an ever-changing environment
  - Manage time wisely to meet fast-approaching deadlines

### SALARY / WAGES

Compensation, which is negotiable and salary-based, will be determined with respect to a candidate's qualifications and experience.

### APPLICATION

Submit cover letters, résumés, and other relevant employment information by email to [twcemployment@wordcity.org](mailto:twcemployment@wordcity.org), or by postal mail with attention to: TWC Employment.